

Title I Paraprofessionals



Utah State Office of Education
Educator Licensing
Box 144200
Salt Lake City, Utah 84114-4200
Phone 801-538-7790
Fax 801-538-7769

➡ _____
Paraprofessional Signature _____ Date _____

➡ _____
Supervisor Signature _____ Date _____

➡ _____
Human Resources Director Signature _____ Date _____

The requirement for paraprofessionals to be "highly qualified" applies immediately to those hired after Jan 8, 2002 and to all others four years after the date of enactment.

Section 1 PLEASE TYPE OR PRINT LEGIBLY IN INK. If you are not sure of how to answer a question, please call us. Please complete all sections.

Social Security Number	Last Name	First Name	Middle Name
Birthdate	Gender	Ethnicity	Maiden Name

Section 2 School Information

District	Beginning Date as Parapro.
School	Percentage of time in Parapro. Assignment _____%
YES NO Highly Qualified (please circle yes or no)	Percentage of time in Other Assignments _____%

Note: Percentage of time in assignments (parapro and other) must total 100%.

Section 3 Paraprofessional Qualifications

Qualifications of Paraprofessionals Title 1, Part A, Subpart 1, Section 1119. Must meet ONE of the following requirements to be "highly qualified."

Please check one of the boxes below IF you circled YES above:

☐ Completed at least two years of postsecondary study. Must have a minimum of **48** semester hours from an accredited institution of higher education.

☐ Obtained an associate (or higher) degree from an accredited institution of higher education.

☐ Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics. If you select this third box, please indicate in Section 5 (to the right) what test you took, the date, and the score or portfolio information.

High school diploma from which school	State	Year

Section 4 – Home Address Information

Address		
City	State	Zip
Phone	Ext	Fax
E-mail		

Section 5 Rigorous Standard of Quality

Name of Test	Test Date	Score

Note: for paraprofessionals who were hired before Jan 8, 2002, and have been continuously employed since then as a paraprofessional, the rigorous standard of quality can be demonstrated by passing a district portfolio review.

Portfolio Reviewer (District Approved)	Review Date

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General Information – Instructions on how to fill out this form. Your information will be entered into the CACTUS Database. You and your school administrators will have access to this information in relation to the No Child Left Behind act. The CACTUS information can be accessed from your my.uen page. See <http://my.uen.org/>

Be sure you and your supervisor sign and date this form. Mail or fax it to the Utah State Office of Education

Section 1

Please print in ink, legibly, all information requested. Indicate your social security number, names, birthdate, and gender. Ethnicity is optional. The birthdate and social security numbers are most important. A CACTUS record cannot be created without that information.

Section 2

Indicate your district and school assignment. If you work at more than one school, include an additional paper or note to the side that you work at more than one school. Be sure to list the percentage of time at each school.

The assignment information is very important. All paraprofessionals that are currently assisting in classroom instruction AND being paid with Title I funds. For example, if a special education or ESL paraprofessional is assisting in classroom instruction and their salary is paid with Title I funds, then they should be reported. If a paraprofessional is working 50% (as an example) in Title I classroom instruction and is being paid for that percentage with Title I funds, then she/he should be reported for that percentage of time (Note: School-wide Title I schools should submit ALL their paraprofessionals.) If you are not sure if your school is a School-wide Title I school, then check with your supervisor or building principal.

The beginning date is the date the paraprofessional actually began their assignment as a Title I paraprofessional actually began their assignment as a Title I paraprofessional for the district, not necessarily the beginning or hire date.

Assignment information and percent of time must equal 100%.

Example:

Paraprofessional Title I Aide (*)	50	%
Percentage of time in Parapro. Assignment		
(Special Education, or ESL, or Media) (**)	50	%
Percentage of time in Other Assignments		

(*) Title I program (Special Ed, ESL, etc. that's paid with Title I funds.

(**) Not associated with Title I.

Section 2 (continued)

The term "highly qualified" means that the paraprofessional has an Associates degree from an institution of higher education; or has 48 semester hours of college work from an institution of higher education; or has met a rigorous standard of quality (a test). A high school diploma is also required of all paraeducators.

Section 3

Fill in one of the three boxes IF you circled YES in the "highly qualified" section. Also, if you are planning on taking "the test" soon, please indicate it.

Section 4

Fill out home address and contact information for you at your home. Use your preferred e-mail address.

Section 5

If you have taken the state assessment (test), indicate the name of the test, date taken, and score. You may "take the test" as often as you like. Note that your district may only pay for the first test session. Contact USOE (as noted on the other side of this paper) for information about the test, locations, cost, tutorials, and other helpful information prior to "taking the test."

For paraprofessionals who were hired before Jan 8, 2002, and have been continuously employed since then as a paraprofessional, the rigorous standard of quality can be demonstrated by passing a district portfolio review. If this is the track you have taken, please indicate who reviewed your portfolio, and the date it was evaluated and accepted as a demonstration of your competency.

Visit two great websites for paraeducators:

Utah School Employees Association

<http://www.useautah.org/>

National Resource Center for Paraprofessionals

<http://www.nrcpara.org/>